

**Minutes of the Meeting of the Chelsea School Board of Trustees  
held in the Staffroom 13 November 2012  
at 7.00pm**

- Present** I Van Rijn (Chair), T Cradwick, I Smith, C Gibson, P Singh, J Henderson, S Mulcahy, R Higgie (LSM) and S Cotcher as Minute Secretary
- Apologies** B Batty
- Minutes** The minutes of the meeting held 23 October 2012 were circulated. **Moved** I Van Rijn, **seconded** C Gibson that the minutes be accepted as a true and correct record with the following inclusion.  
**Maori Strategy** M King requested that he initially work with a small group of 4 – 6 people. The school is to communicate this to the community.  
**carried 7/0**
- Matters Arising:** Website **Moved** C Gibson, **seconded** T Cradwick that we include in the 2013 budget, up to \$2000.00 to engage the services of Kiwi Schools to design and host the Chelsea School website at the beginning of the new school year. (This includes \$1200.00 plus GST annual hosting fee plus up to \$750.00 for the initial design and setup).  
**carried 7/0**
- Correspondence:**
- In** NZSTA – Paid Union Meeting (PUMs) and Requirements to Keep School Open.  
S Mulcahy advised the Board that a note will go home in the next newsletter advising parents of the Union meeting and informing them that they may collect their children early that day if they wish. The staff have been told that they are entitled to attend the meeting, however as the school legally must remain open for instruction, there will be at least one teacher to cover in each syndicate.  
NZSTA – Renegotiation of the Primary Principal's Collective Agreement (PPCA)
- Out** Nil  
**Moved** I Van Rijn, **seconded** C Gibson that the inwards correspondence be approved.  
**carried 7/0**

## Limited Statuary Manager's Report:

Tabled.

R Higgle spoke to the Board about her report.

Curriculum and Assessment – Bev Shepherd and Toni Cassrels from Team Solution have agreed to carry out an external review of the maths taught at school. A date for the review is still to be advised. The Board recommended the cost for maths review is taken from the curriculum budget.

Notes to the Budget – The Board recommended that detailed costs of the financial commitments for the external consultants being bought into the school are to be included in the notes to the Budget.

Maori Consultation – R Higgle presented the Board with a copy of the notes from the initial meeting of the Maori Consultation held 08 November 2012. The Board agreed for the notes to be available on the Chelsea School website.

Consultation – The Board agreed that newsletters will continue to be “online”.

ERO – It was noted that the review officers only want the ERO agreed areas for review and development (ARD)

**Moved** R Higgle, **seconded** J Henderson that her report along with all recommendations be accepted.

**-carried 7/0**

## Principal's Report:

Maths Review – Bev Shepherd and Toni Cassrels still to confirm dates when they are available for the review.

Student Achievement – The Mid Year findings were discussed in detail. S Mulchay advised the Board that these results were from June and will have changed. The Board requested these are reported to them earlier to enable them to have a more accurate idea of current results and to know how “targets students” are tracking. R Higgle suggested they look at cohort tracking. It was also noted that if June results are available earlier it could result in changes to where resources are allocated.

ICT – David Kinane is to come to the school on teacher only day to work with the teachers individually and draw up a strategy on how they are going to move forward.

Property – A sub-committee of S Mulchay, I Smith and D Maddock has been appointed to deal with the 5 Year Property Plan and report back to the Board. The Ministry has advised that they will no longer accept any project under \$5000.00 and that no money at all will be available unless a 10 year property plan

has been done. It is recommended that planning on what needs to be done begins in February.

**Action** S Mulcahy to check with Robert Gunter if we need to tender for a Property Manager through G.E.T.S

**Action** S Mulcahy to check with the Ministry of Education if we can appoint our own Property Manager

**Moved** S Mulcahy, **seconded** C Gibson that the Board engage a Property Consultant to prepare the schools 10 year plan according to Ministry guidelines by the 1<sup>st</sup> June 2013.

**-carried 7/0**

Pool Key – The Board recommended a review of the current practice of hiring out pool keys during the swimming season.

**Action** S Mulcahy and P Singh to check the legal requirements for pool use and testing of the water quality.

**Action** S Mulcahy to check expenditure costs to keep the pool open and operating and as a result decide if it is still feasible to charge the current amount of \$65 for pool key hireage.

**Action** S Mulcahy and P Singh to check and see if the current Pool Key Agreement needs updating.

Year 6 Camp – Parents who offer to help at all school camps are to be asked for their permission to be police vetted for the following.

- Conviction
- Discharge without conviction
- Diversion

Staffing – S Mulcahy advised the Board that there are 8 teaching vacancies available for the start of the 2013, including a Senior Teacher and the Deputy Principal position.

Leadership & Assessment Professional Development – The facilitators have been in the school and have attended a staff meeting. J Henderson advised the Board that the meeting finished on a positive note.

**Action** S Mulcahy to provide the Board with a draft of the notes and feedback from the meeting along with any “handouts”

SENCO – The Board recommended that reporting against the aims in the Charter is included in the Board of Trustees work plan.

Finance – **Moved** T Cradwick, **seconded** I Van Rijn that the cost of the school donation is increased to \$300.00 per child as from 01 January 2012.

**-carried 7/0**

**Action** T Cradwick to draft an explanation for the fee increase which is to be included in the next Board newsletter to go out to the school community.

Delivery of Health Curriculum - The Board recommended that they review on how they consult in 2013.

Strategic Plan Update –The report is to include an appendix and revert back to grid form. The Board recommended that they

receive at both mid and end of year, a report on student achievement.

Admission/Withdrawals – The Board recommended the school office attempt one further “follow up” in requesting exit surveys when families are leaving the school.

**Moved** S Mulcahy, **seconded** I Smith that her report be adopted and all recommendations accepted.

**-carried 7/0**

### **October Financial Report:**

Tabled.

**Action** S Mulcahy to review the schools current internet charges and see if it would be better as part of the ICT plan.

**Action** S Mulcahy to ask the school accountant to add “Cyclical Maintenance” as a code of its own.

**Moved** I Van Rijn, **seconded** S Mulcahy that the October Financial Report be accepted as a true and correct record.

**-carried 7/0**

### **Financial Matters Arising:**

**Moved** I Van Rijn, **seconded** P Singh that a Xmas function for the Board members, R Higgin and Staff of Chelsea School is held on Wednesday 19 December at the Northcote Tavern at 5.00pm. An set amount was allocated for staff appreciation.

**-carried 7/0**

**Action** I Van Rijn to advise the tavern of the date and approx. numbers attending.

**Action** I Van Rijn to invite Chris France

**Action** S Mulcahy to invite Jill Page as the “friend of the school”

### **BOT Communication and Charter/Vision:**

Deferred to Tuesday 20 November 2012 at 6.00pm at the Chairperson’s house.

### **General Business:**

Senior Playground – I Van Rijn presented a plans for a proposal from the PTA for a new Senior Playground to be built.

**Moved** T Cradwick, **seconded** C Gibson that the Board approve up to \$70,000.00 for the Senior Playground proposal.

**-carried 7/0**

At 10.16pm the Board moved into committee.

Normal meeting was resumed at 10 25pm.

**Next Meeting:** Tuesday 11 December 2012 at 7.00pm in the Staffroom.

There being no further business the meeting closed at 10.27pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_